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10 December 1971

Panel F

Consideration: How to keep the net annual growth of each Directorate's Records Center volume below 1,000 cubic feet per year.

1. Challenge the retention time shown on Records Control Schedules. Attempt to obtain reductions for temporary records. Request each office to quote authority (statutory, regulatory, etc.) for designating material as "permanent". (The latter procedure also prepares the way for the preparation of the Records Retention Plan.) The requirement to cite the statutory/regulatory authority for permanent designations forces a more objective analysis of holdings and eliminates, to some degree, the subjective attitudes which individuals may have regarding the importance of THEIR material.

2. Strive to get the Agency to adopt and adhere to the General Records Schedules for those records which are common to all Federal Agencies. Much CIA material is unique, however, and disposition instructions must be developed for each Directorate by the Directorate RMO.

3. Place more emphasis on ensuring that duplicates are weeded out before forwarding files to the Records Center. A signed certification to this effect on the document which transmits the retired material might serve to keep this requirement in mind.

4. Consider the possibility of establishing a secure records holding area within each component; such records to remain for a designated time (6 months - 1 year) prior to actual retirement to the Records Center. This technique may encourage identification of more material for retirement than would otherwise be the case in view of the psychological aspect of material being "retired" but available for a short period thereafter. Upon termination of the specified holding time, the material would be forwarded automatically to the Records Center.

5. Consider possibility of accepting only microfilm for temporary collections which will not have to be added to or updated. This procedure might be instituted for material which is designated to be retained for ten or more years. The increased usable space, equated in terms of dollars, might offset the cost of microfilming.

6. Eliminate the practice of holding more than one copy of certain material such as maps, publications, etc. at the Records Center. Reduce the number of copies originally deposited of Supplemental Distributions. Reduce retention periods to two or three years. Recycle the material as required after that time.

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Consideration: How to develop Records Retention Plans and identify "Office of Record" in Directorates.

1. Levy official requirement on Directorate RMOs. Retention Plans to be submitted to the Directorate RMO. Directorate RMO to arbitrate which office is the Office of Record for those subjects for which there may be a dual responsibility. Where overlapping subjects are concerned, determine which office will hold the temporary file for their specific needs. The determination regarding which office is the "Office of Record" on any given subject, should be published within the Directorate for the guidance of all offices.

2. As a possible pre-conditioning for the "Office of Record" concept, all memoranda for internal use should reflect a General Subject and a Specific Subject. If each Directorate complies, might assist in determining the office of primary concern - a prerequisite for determining the Office of Record - both Directorate and Agency-wide.

3. Each Directorate must devise a means to designate one Record Copy. This applies equally to all types of memoranda and forms, whether operational or administrative.

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General:

1. Develop an agency-wide internal records training program to deal with current concepts and trends.
2. Consider one-half day session in HQS Auditorium at least once a year - to hear from the CIA Records Administration Officer. Or - combine this suggestion with Item 1 above.
3. All records personnel should have equal opportunity to participate in outside training/should be Agency-sponsored. This also applies to outside records activities such as conferences, meetings, etc. At the present time, there is considerable disparity among Directorates.
4. Consider career development program. Also, the possibility of a Records Management Career Service and designation, much the same as Personnel, Logistics, Security, Finance, etc.
5. Top management must decide how serious they are about the business of records-keeping and decide how much time, money, and personnel they are willing to allot to the effort. The style must be set at the top level. If this is not done in a positive and concrete manner, it will be difficult to attract and keep superior personnel as such persons will not be interested in getting involved in a job which cannot advance their careers.

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